



UNITED STATES MARINE CORPS

MARINE CORPS EDUCATION COMMAND
MARINE CORPS UNIVERSITY
2076 SOUTH STREET
QUANTICO, VIRGINIA 22134-5067

IN REPLY REFER TO
1050
C40
27 Apr 06

MARINE CORPS UNIVERSITY POLICY LETTER 05-06

From: President, Marine Corps University
To: Distribution List

Subj: INDIVIDUAL MOBILIZATION AUGMENTEE OPERATING PROCEDURES

Ref: (a) MCO P1050.3H
(b) MCBO 1050.1B
(c) MARADMIN 492/04

1. Purpose. To establish and publish administrative policies and procedures for Individual Mobilization Augmentee's (IMA's) drilling with Marine Corps University (MCU).

2. Background. The IMA program provides a source of trained and qualified members of the Selected Marine Corps Reserve (SMCR) to fill individual military billets, which augment active component structure of the Marine Corps, Department of Defense or other Departments or Agencies of the U.S. Government. IMA billets are required to support mobilization (including pre and/or post mobilization), contingency operations, operations other than war, or other specialized or technical requirements. During peacetime, the Commanding General, Mobilization Command (CG MobCom) exercises administrative control over all IMA's. The Director, Reserve Support Unit (Dir, RSU) is the Operational Sponsor (OpSponsor) for the IMA detachment aboard Marine Corps Base, Quantico.

3. Policy. The President, Marine Corps University (MCU) is responsible for the operational training and mobilization readiness of IMA personnel assigned to MCU IMA billets on T/O's 7422, 7423, and 5164. The Vice President, Student and Administrative Services (VPSAS) will maintain oversight functions of all IMA issues for the University. The billet sponsors for each IMA Detachment will be designated in writing and will coordinate operational control and responsibilities per paragraph 4a of this policy. Billet sponsors shall coordinate and staff appropriate requests, requirements, and recommendations for the President's approval via the VPSAS. All IMA requirements should be identified and communicated to the VPSAS and RSU well in advance. This is especially critical for the mobilization process, that in of itself is a lengthy process.

Subj: INDIVIDUAL MOBILIZATION AUGMENTEE OPERATING PROCEDURES

a. Manning. IMA manning equates to the number of paid billets a billet sponsor is authorized. Billet sponsors can only hire and pay IMA Marines up to the maximum manning level authorized by Commandant of the Marine Corps (RAP). Manning levels are tied to specific line numbers or Billet Identification Code (BIC), and in most cases are lower than authorized IMA structure. For this reason, all requests to join an IMA billet to MCU will be submitted to the billet sponsor for approval and submission to MobCom for assignment orders via the RSU.

b. Mustering Official. Effective immediately, all mustering officials for IMA/MTU personnel must be appointed in writing by the billet sponsor. Additionally, all drill muster sheets will be certified and forwarded to the RSU by the billet sponsor. The VPSAS will be the muster official and billet sponsor for all IMA assigned to the University Headquarters.

c. Annual Training (AT). Orders are required to perform AT; coordinate the period of duty with the RSU, at least 45 days prior to start of AT. The RSU will coordinate and request orders from MobCom. When performing AT, members are required to check in at the RSU, 3035 Barnett Avenue on the morning of the first day of duty and check out with them at the end of the duty.

d. Billeting. The Home Training Center (HTC) for MCU IMA personnel is Marine Corps Base Quantico, Virginia. Every effort should be made to perform drills and AT's at the HTC. Off-site drills and ATs should be kept to a minimum and by exception. In some cases Off-site may require Orders. The billet sponsor must coordinate this requirement at least 45 days in advance of drilling. All request for off-site drills and ATs should be coordinated with the VPSAS. Procedures for billeting is determined by duty status (drills or AT).

(1) Drilling. Government billeting is the primary facility for Marine Corps Reserve personnel performing drills. Contract billeting is not an entitlement and is authorized only when government quarters are not available. To be eligible for contract billeting, member must reside more than 50 miles from the drill site. To secure lodging, contact the RSU at least ten working days prior to the first night of lodging. **Members must perform multiple drills the day following the utilization of government quarters or contract billeting to be eligible for reimbursement.** When reservations are made in advance through the RSU, the facility will direct bill the Marine Corps.

Subj: INDIVIDUAL MOBILIZATION AUGMENTEE OPERATING PROCEDURES

If the BOQ and contract hotel do not have space available, MobCom may authorize members to reside in a local hotel and claim reimbursement. Members can claim reimbursement by completing an 1164 form, attach the lodging receipt and forward to Commanding General, Marine Corps Mobilization Command (MobCom), 15303 Andrews Road, Kansas City, MO 64147.

(2) When performing AT, individuals are responsible for making their reservations for lodging. Individuals living outside the commuting distance of Quantico rate lodging. Lodging is provided at no cost to Sergeants and below in government barracks. Staff Noncommissioned Officers (SNCO) and Officers are required to check-in at the BOQ, Liversedge Hall. If the BOQ is full, members will receive a non-availability statement; they can then utilize one of the local hotels. It is suggested SNCO's and Officers contact the BOQ at 703-784-3148/3327 in advance to reserve lodging. A limited list of local hotels follows (prices are subject to change):

<u>Crossroads Inn:</u>	800 965-9511 Military Rate: \$51.00, \$59.00 and \$68.00
<u>Hampton Inn:</u>	800 426-7866 Military Rate: \$78.00
<u>Days Inn:</u>	800 329-7466 Military Rate: \$61.00
<u>Sleep Inn:</u>	800 424-6423 Military Rate: \$71.00
<u>Econo Lodge(Route 234):</u>	800 553-2660 Military Rate \$59.00

Maximum M&IE for Quantico is \$39.00 and Maximum Lodging is \$70.00.

4. Action

a. Billet Sponsor. The billet sponsor will:

(1) Review T/O and IMA Manning authorization. Request addition and deletion of IMA billets in the T/O validation process;

(2) Designate priority IMA billets;

(3) Coordinate opportunities for detachment personnel to conduct both MOS and non-MOS training, including PFTs' Rifle/Pistol Ranges, MCMAP Training, PME, or other annual requirements;

(4) Approve Marines qualified and proposed for assignment to IMA billets and forward approved joins to Director, RSU;

Subj: INDIVIDUAL MOBILIZATION AUGMENTEE OPERATING PROCEDURES

(5) Ensure assigned IMA's comply with current MCO 6100.10 (Weight Control and Military Appearance) and MCO 1020.34 (Marine Corps Uniform Regulations);

(6) Develop a mutually agreeable Inactive Duty Training (IDT) and AT schedule for each IMA member (Mission planning);

(7) Endorse and forward all extension requests submitted by IMA members;

(8) Endorse and forward all IMA membership termination requests;

(9) Submit fitness reports per current MCO P1610.7 (Performance Evaluation Systems);

(10) Submit pay, IDT, and other reports as may be required by the CG, MobCom or RSU;

(11) Develop and submit budget requirement to the Dir, RSU;

(12) Submit timely request for orders to the Dir, RSU for processing;

(13) Ensure the IMAs complete all Marine Corps required training;

(14) Ensure IMAs assigned comply with medical readiness requirements.

(15) Ensure that all IDT reports are forwarded to RSU within 24 hours of completion.

(16) Prepare and forward timely request to recall IMA members to active duty upon statutory authorization (mobilization);

b. IMA Responsibilities

(1) Coordinate IDT and AT schedule with billet sponsors.

(2) Attend scheduled IDT and AT.

(3) Notify CG, MobCom of any change in status (address, health, and key employee status, etc.).

Subj: INDIVIDUAL MOBILIZATION AUGMENTEE OPERATING PROCEDURES

(4) Promptly reply to correspondence from the President, MCU; Dir, RSU; or CG, MobCom.

(5) Meet all requirements of MCO 6100.10A, (Height/Weight Standards) and MCO 1020.34E (Uniform Regulations).

(6) Forward all administrative correspondence via billet sponsor.

(7) Complete yearly PFT to be monitored by the billet sponsor.

(8) Ensure dental and physical examinations are current and within regulations.

(9) Utilize the automated TFAS tools available under Marine Online (A-PES, Leave Request, etc.) to quickly and accurately report information to MobCom and billet sponsor.

5. Administration and Logistics

a. The closest airport to MCB, Quantico is Washington Reagan National (DCA). A ground transportation information desk is located on the lower deck of the airport. Ground transportation from Reagan National to MCB Quantico can be arranged in advance with DAFRE Transportation at (703) 680-0987; members are responsible for making these reservations (cost for a scheduled pick-up is \$27.00 or up to \$55.00 for an unscheduled pick-up).

b. Points of Contact

VPSAS: Mr. Darrell Browning
Phone: 703-432-5053
Fax: 703-784-6838
Darrell.browning@usmc.mil

OpSponsor: Lieutenant Colonel Meehan, Director, RSU

Program Manager: Dale McNeil, RSU Quantico
3035 Barnett Avenue, MCB, Quantico, VA 22134
Phone: 703-784-5933
Fax: 703-784-2612
Dale.McNeil@usmc.mil

Subj: INDIVIDUAL MOBILIZATION AUGMENTEE OPERATING PROCEDURES

Admin Chief: Charmale Gallagher, RSU
Phone: 703-784-2127
Charmale.Gallagher@usmc.mil

Admin Clerk: Tina Smith, RSU
Phone: 703-784-2128
Tina.J.Smith@usmc.mil

6. Reserve Applicability. This policy is applicable to IMA members attached to Marine Corps University.


DONALD R. GARDNER